

Executive-Level Traffic Records Coordinating Committee (ETRCC) Meeting Minutes

Date/Time	October 27, 2021, 12:30 to 1:30 pm	
Chair	Kerry Collins , EOPSS Undersecretary for Forensic Science and Technology & ETRCC Chair	
Participants	Richard Bates , FMCSA Neil Boudreau - VM , MassDOT/Highway Division Brook Chipman - VM , Alternate, OGR/Highway Safety Kerry Collins - VM , EOPSS Lt. Thomas Fitzgerald - MA State Police Paul Franzese - VM , MassDOT/Merit Rating Board Bob Frey - VM , Alternate, MassDOT/Office of Planning Jamie Gagnon - VM , Department of Criminal Justice Information Services Mary-Jo Griffin - VM , RMV Captain Walter Hanley - VM , Alternate, MA State Police	Jeanne Hathaway - VM , Alternate, MDPH Injury Prevention and Control Chief John LeLacheur - VM , Alternate, Beverly PD and Mass Chiefs of Police Association Jim Morton - VM , Alternate, AOTC Arielle Mullaney , EOPSS Assistant General Counsel Janet Pierce - VM , Central MA Regional Planning Council Samatha Riley - MDPH Injury Prevention and Control Barbara Rizzuti , NHTSA Kevin Stanton, OGR/Highway Safety Jake Viola - VM , EOTSS VM = Voting Member
Location	Teams Meeting	

Welcome and Introductions

Kerry Collins, EOPSS Undersecretary for Forensic Science and Technology and ETRCC Chair, welcomed the participants and explained the requirements of a virtual meeting to meet Massachusetts Open Meeting Law requirements.

Kerry conducted a roll call to determine ETRCC members present and to identify any alternates present. Arielle Mullaney confirmed a quorum was present (12 out of 15 voting ETRCC members and alternates were on the call, more than the eight members necessary for a quorum).

Review/Approval of 5/18/2021 Meeting Minutes

Kerry asked if anyone had requested edits to the draft 5/18/2021 ETRCC meeting minutes distributed before the meeting. She provided a final opportunity to

review the minutes and offer any edits, and given no member did, Kerry indicated the minutes were unanimously adopted.

Office of Grants and Research update on FFY 22 405c award

Brook Chipman reported that OGR had submitted an FFY 22 Section 405-c application as part of its FFY 22 Highway Safety Plan to the National Highway Traffic Safety Administration (NHTSA) back in July. He said NHTSA had informed OGR that its 405-c application was overall sufficient but couldn't provide an award amount at this time. Congress still needs to finish its work on the subsequent Federal Transportation Reauthorization legislation and related funding.

Brook said while we await this award amount, he had posted our FFY 22 Strategic Plan for Traffic Records Improvement from July 2021 on the OGR website. He noted several project shifts and cancellations since the plan was submitted with the FFY 22 405-c application. Brook will work with key stakeholders in the next few weeks to make necessary updates to the plan. During this plan update, Brook will identify new opportunities to show quantitative improvements to the performance attributes of our traffic records systems. Historically we have only shown one or two improvements, and at least one is required each year for Massachusetts to receive 405c funding.

OGR update on select 405c-funded projects

Brook began an update on the status of 405-c funded projects in FFY 22 based on an associated meeting hand-out distributed beforehand.

Mary-Jo Griffin from RMV joined the meeting.

Discussion centered on the e-crash application being developed with 405-c funding by the Boston Police Department (BPD). At this point, a go-live date for the app is 12/1/21. Jeanne Hathaway asked if, following the implementation of BPD's new app, would there be an e-submission of prior crash reports that had not been provided earlier by the department or just new ones in the future. Mary-Jo said she wasn't certain if older crash reports would be e-submitted by BPD. Brook said he would look into this question and provide an update to the TRCC. Mary-Jo also noted that Registry of Motor Vehicles, BPD, and their project vendor Mark43 are having weekly check-ins on the project. Brook urged TRCC members and those interested in greater e-crash reporting by BPD to continue to monitor the department's efforts to roll out this app and increase its use by officers.

Discussion on the additional promotion of FFY 22 405c Availability of Grant Funding

Kerry said the goal of our efforts with this Availability of Grant Funding (AGF) should be to get better quality projects. One critical way to do so is to ensure traffic records stakeholders are aware of the AGF. Brook said there were several ways that OGR currently promotes its 405-c funded AGFs. Notice of this AGF had been made through the TRCC e-list he maintains, a posting on OGR's website, and distribution through an OGR listserv that promotes grant opportunities to those who sign-up for the service. Giving applicants almost two months to respond to the AGF also helps (the deadline for responses is December 15, 2021). Brook added that additional promotional efforts for the AGF would be pursued, including a possible webinar.

Mary-Jo said providing examples of current and past projects would help attract applicants as would a presentation to the Massachusetts Chiefs of Police Association (MCoPA). Brook noted that in the AGF it states current and past 405-c funded projects are in the Massachusetts Strategic Plan for Traffic Records Improvements.

Chief John LeLacheur said Cheryl Lott at MCoPA could distribute word of the AGF through the association's e-list. Brook will make this request to MCoPA.

Janet Pierce also said providing notice of the AGF through the Homeland Security Councils, Regional Police Chief Associations, and Regional Planning Associations would also assist. Brook will work on these possibilities.

Neil Boudreau said he would provide notice of the AGF at an upcoming meeting to kick off the next update to the Massachusetts Strategic Highway Safety Plan. Neil added there had been discussions about having Merit Rating Board add citation data to the MassDOT IMPACT portal, which could lead to the linkage of crash and citation data.

Unforeseen business/upcoming event announcements/next meeting: January 20, 2021 (Kerry)

Kerry offered an opportunity for public comment or to raise an unforeseen business matter, and none were offered. Kerry said while a return to in-person ETRCC meetings remains a possibility, the plan is to have the January 20 meeting be virtual. She welcomed feedback on this from the members.

Adjournment

No member objected to Kerry's motion to adjourn, so she indicated the motion to adjourn was unanimously approved.

**Massachusetts
Executive-level Traffic Records Coordinating Committee (ETRCC)
Virtual Meeting**

12:30 to 1:30 pm – October 27, 2021

[Click here to join the meeting](#)
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AGENDA

- Introductions (Kerry Collins)
- Review and vote on draft May 18, 2021 ETRCC meeting minutes (Kerry)
- Office of Grants and Research update on FFY 22 405c award (Brook Chipman)
- OGR update on select 405c-funded projects (Brook)
- Discussion on additional promotion of FFY 22 405c Availability of Grant Funding (Kerry and Brook)
- Unforeseen business/upcoming event announcements/next meeting:
January 20, 2022 (Kerry)
- Adjourn (Kerry)

Update on FFY 2022 405-c Funded Projects

PROJECT	FUNDING	ORIGINAL PROJECT START DATE	CURRENT PROJECT END DATE	NOTES
MSP's Crash Report Training Improvement	\$22,578.35	Oct. 2020	12/31/21	Funding amount listed is just for their continuation contract in FFY 22. MSP had an FFY 21 contract for project for \$142,232.54.
DCJIS's Motor Vehicle Automated Citation and Crash System	\$199,090	Oct. 2021	6/30/22	
MDPH's Integration and Analysis of Crash, Injury Surveillance, and Driver Data	\$90,076.15	July 2021	9/30/22	Funding amount listed is just for their continuation contract in FFY 22. MDPH had an FFY 21 contract for project for \$22,540.85.
UMassSafe's Improving Traffic Safety Analysis Data Quality Assessment and Driver/Vehicle Data Integration	\$179,587	TBD	TBD	Contracting on hold while access to necessary data for project is confirmed.
Boston PD's Crash Reporting Improvement	\$230,000	March 2021	12/31/21	Funding amount listed is just for their continuation contract in FFY 22. BPD had an FFY 21 contract for project for \$100,000.

Notes:

1. All grant funds above were recommended for funding by ETRCC in spring 2021, except Boston PD funds that were recommended in spring 2020.
2. Two MDPH projects (for MATRIS and for Trauma Registry) recommended for funding by the ETRCC in spring 2021 were cancelled by the MDPH in September 2021.